MINUTES
For
RDU STaRS User Group Meeting #11
(Prepared by Jimmy Goodnight)

The Roadway Design Unit STaRS User Group held a meeting on June 13, 2007 in the Roadway Design Conference Room. The following were in attendance:

Ron Allen   Greg Brew   Jimmy Goodnight   Gary Lovering   Jimmy Norris
Robert Stroup   Hanumanth Surampudy   Roger Thomas

The goals of the meeting were to review the status of the activity and milestone confirmation spreadsheets, review the status of the FAQ's, review and discuss the forecast aging report, discuss information on the 3rd level construction WBS, discuss displaying the PEF name in the system, and discuss milestone ownership.

- **Progress made on the Activity and Milestone Confirmation Spreadsheets**

  Jimmy Norris indicated he is finishing up with the Minor Improvement Activities and Milestones and will review them with this group in the near future. The Widening and New Location Activities and Milestone Spreadsheets are complete and can be distributed.

- **Progress made on the FAQ's**

  Greg Brew indicated he has revised all the FAQ's based on the comments from Jimmy Norris and Ron Allen. No other comments were received. Greg will also provide a glossary of acronyms with icons to click for screenshots. He indicated the FAQ's and glossary should be completed in 2 weeks for Jim McMellon to place them in the website. Greg also indicated he is working on a possible web page for "Frequent Transaction Procedures" used in Roadway Design

- **Demo on the Forecast Aging Report**

  Hanumanth Surampudy presented a PowerPoint showing the Forecast Aging Report and the coding. This report will show which networks have not been scheduled in over 90 days (or as set by the user). This standard report can be found at PS Display/Project Information System (Menu PS01)/Structures/S_ALR_87015066 – Project Info System:Outl.Rep WBS-.

  Hanumanth will develop a variant that will create a report showing the WBS number, the network name, the status, the FAD (Forecast Aging Date) and the RID (Rescheduler's Identification). The report will ignore projects with system status CRTD (created) or CLSD (closed). The report will also determine if the project is partially scheduled or fully scheduled. The RID and the FAD will remain blank in the report until a scheduler goes into CJ20N or CJ2B and saves the schedule.

  Hanumanth is awaiting a CR request for the report variant. Also, a request will need to be submitted for making the RID & FAD fields display only.

  Both Jimmy and Hanumanth emphasized the need to schedule projects with CJ2B in order to have the ability to localize or schedule individual networks.

- **Information on 3rd Level Construction WBS**

  Jimmy Norris discussed the data currently entered on the 3rd level construction WBS. He indicated that because this information is contained on a WBS without a network, it makes reporting difficult, i.e. the barchart. The ZPSR25 report will currently display this information. Jimmy will review further and give the user group pros and cons for moving this structure, parcel,

length, and utility information to the 4th level Bid and Award. Jimmy will need to discuss the impacts to the "25" report with Bryce Clodfelter.

- **Display of PEF name in STaRS**

    Ron Allen discussed if and how we should show a PEF name on a project in STaRS. Most of the group agreed Roadway Project Engineers did not have to have this information in the system. However, the group agreed that an activity element could be changed to include the firm name. For example: Change "Monitor PEF Contract" to "Monitor PEF Contract (*Firm Name*). Ron indicated this would be discussed more at the next Main STaRS User Group meeting.

- **Milestone Ownership**

    The meeting time expired before the group had a chance to discuss this topic. Ron Allen distributed a spreadsheet showing the Activity, Activity Description, Milestone Description, and Offset. He asked that the Group review this list and make a recommendation on which Unit is responsible for entering actual or fixed dates. He asked that these recommendations be furnished to him in 2 weeks.